

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training  
THROUGH: Deputy Director of Training

DATE: 29 October 1959

FROM : Deputy Registrar/TR

SUBJECT: Weekly Activity Report No. 41  
21 October - 27 October 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. [ ] attended the Inter-Departmental Training Group meeting on 27 October. His detailed report thereon has been separately submitted.

2. [ ] got involved in [ ] proposed dismissal from [ ] Basic [ ] course on "unsuitability" (IAT: Category 8) grounds. Because [ ] is earmarked for an overseas assignment in which some capacity in [ ] is virtually essential, [ ] recommended that special tutorial instruction rather than IAS class instruction be given [ ]. The estimated cost of such external training would be somewhere in the range [ ] the latter figure is a "guestimate" for corrective speech training combined with [ ]. Responsive to [ ] continuance in the class for a fortnight. (PS: [ ] stated that FE would neither pay for tutorial instruction for [ ] nor approve a request therefor.)

3. [ ] formerly of the A&E Staff, was welcomed into the Registrar Staff on Monday, 26 October. She is presently assigned to the Standards Branch where she can and will render worthy service in connection with this Staff's increased responsibilities for updating OTR regulatory issuances.

4. [ ] has informed us that, as a result of a discussion he held with [ ] DD/P has withdrawn its earlier appeal that Form 73, Request for Internal Training, be printed and processed in quadruplicate rather than triplicate.

25 YEAR RE-REVIEW

~~CONFIDENTIAL~~

~~SECRET~~

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25X1

5. [ ] reports that draft copies of a proposed revision of OTR Regulation [ ] "Publication of Office of Training Material", have been transmitted to all OTR components for comment and concurrence.

25X1

6. [ ] reports that the week has been filled with the same quantity of work as usual, with emphasis on lining up the catalog copy, November-December Bulletin text, adjudicating awards, responding to inquiries, and with two less persons to do it. [ ] has most commendably kept level with the heavy load as a versatile jack-of-all-activities.

25X1

7. The Office of Security, interested in specifics of external management programs, has requested [ ] to prepare a table of Agency-accepted management programs showing dates, quotas, and prerequisites (which will include OTR's management course).

25X1

8. [ ] is expected to be discharged from the Georgetown Hospital this Saturday, the 31st. Her physician thinks that she will not be able to return to work until the first week in December.

25X1

9. Mrs. [ ] returned to her post, rather abruptly ending her brief honeymoon.

25X1

10. [ ] was able to implement the long-standing rule that external training on an audit (not for credit) basis should not be paid for out of OTR funds. [ ] OSI, currently enrolled in the USDA course in Biochemistry, informally requested he be allowed to change from a "for credit" status to auditor. [ ] checked with [ ] TO/SI, who emphatically disavowed [ ] so [ ] gave an "unfavorable" reply to [ ] who accepted without demur.

25X1

25X1

11. [ ] has arranged for three Agency employees to attend the Air Force Reading Improvement Course at the Pentagon, beginning 2 November 1959. This is a part-time course (one hour per day) for six weeks.

25X1

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12. The Registrar Staff has received a requirement for two Office of Communications employees to take a special course in

[redacted] The best facility for this training seems to be [redacted]

[redacted] is working out the details with [redacted]

13. The paper work has been completed for 17 OSI and DD/P personnel to attend a 3 1/2 day Weapons Orientation Program at the Dugway Proving Grounds, Utah, the week of 8 November 1959.

[redacted] facilities are to be utilized, thus making the total cost of the program for OTR about \$450, which represents the per diem allowance at the reduced rate of \$6. That figure was obtained from our Army contact, who regularly sends personnel to Dugway.

14. The Filing Workshop, DD/S, was conducted on Monday, 19 October, with 40 students attending. One-fifth of the class was from OTR: [redacted] represented the Registrar Staff.

15. During the week 21 October - 27 October 1959, there were 1,074 persons enrolled in OTR conducted training:

356 enrolled in 54 classes ( 9 languages) voluntary

211 enrolled in 44 classes (15 languages) internal

263 enrolled in 11 classes, Intelligence School

91 enrolled in 6 classes, Operations School

6 Training Officer Orientation

46 from other Government agencies (39 in USEFUL)

22 Dependents

79 Junior Officer Trainees

25X1

SECRET 3